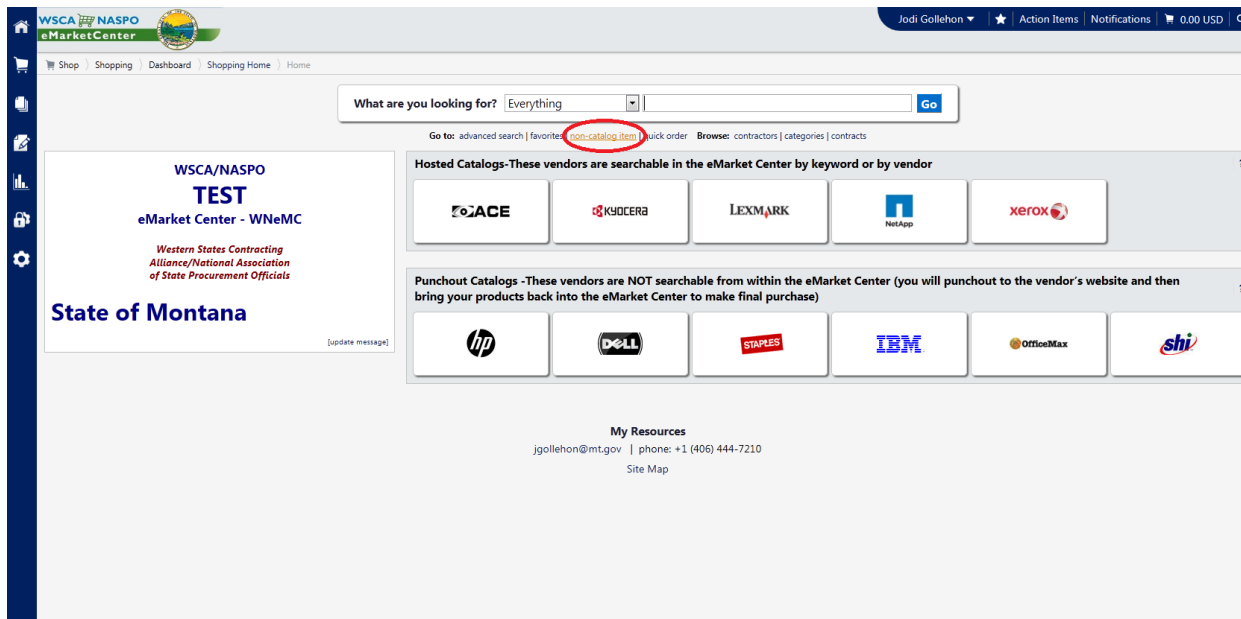
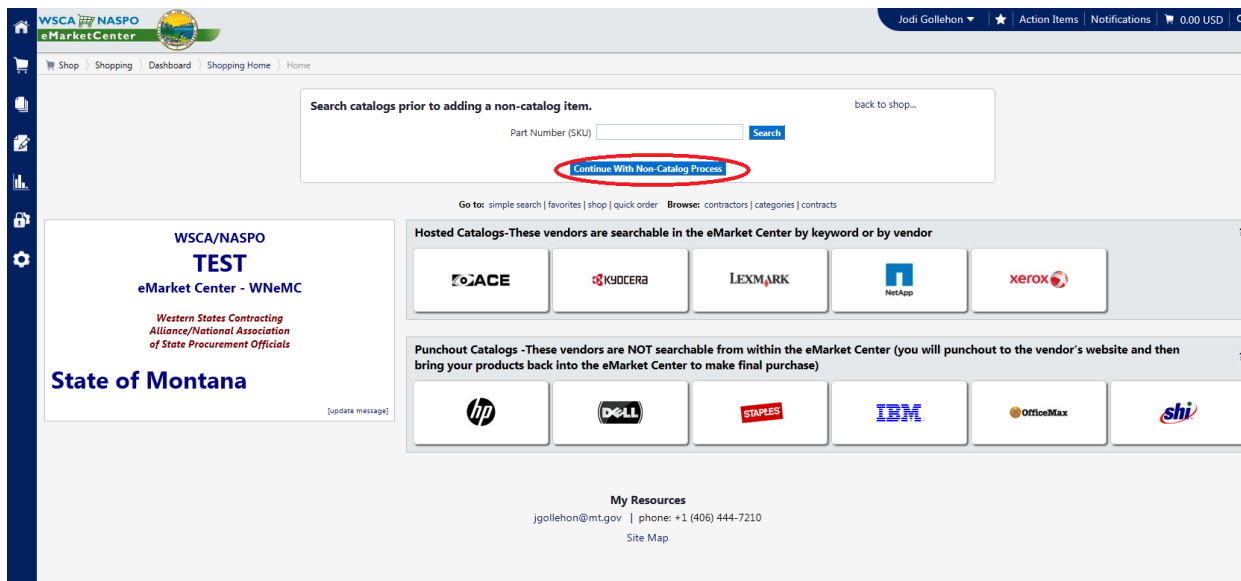


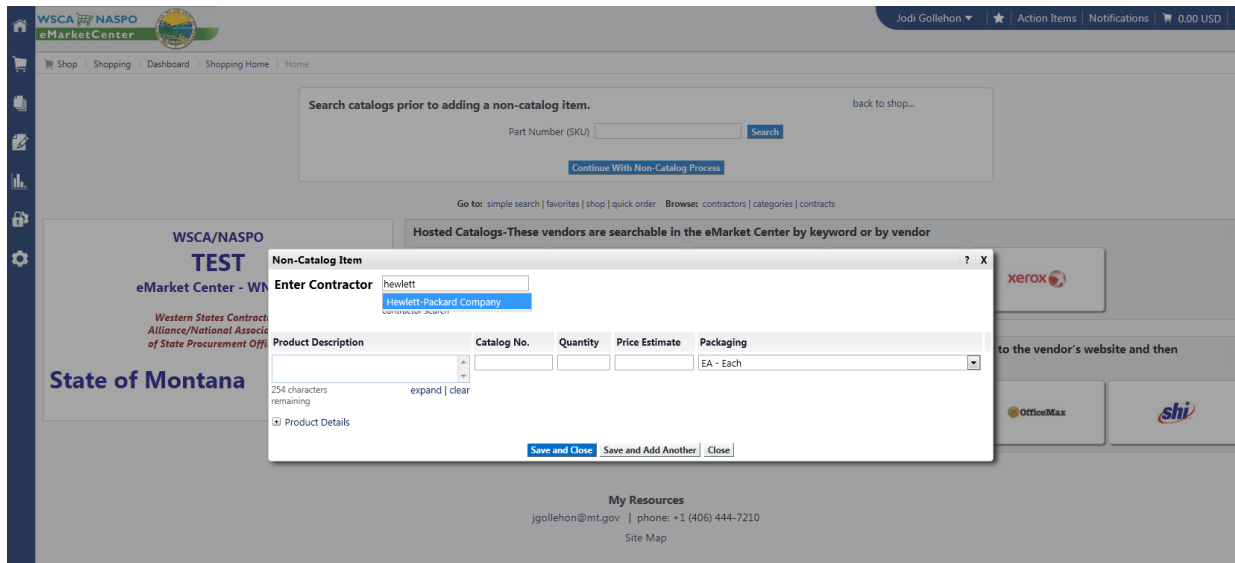
HEWLETT-PACKARD SUBCONTRACTOR PURCHASING GUIDE



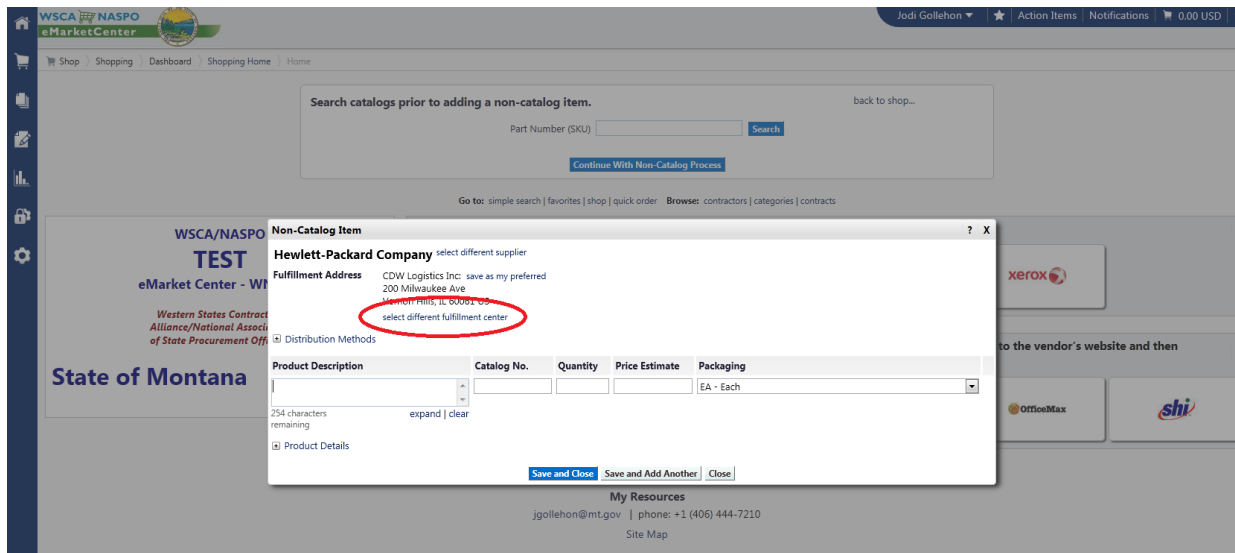
Click “non-catalog item” at the top of the screen.



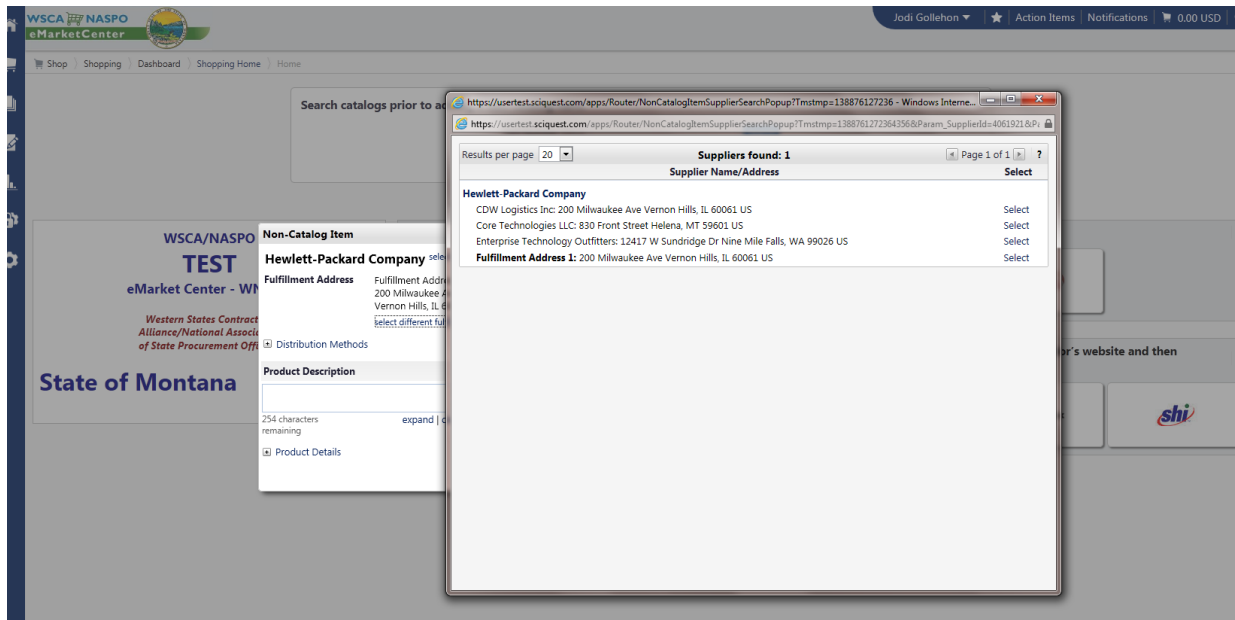
Click “Continue With Non-Catalog Purchases”



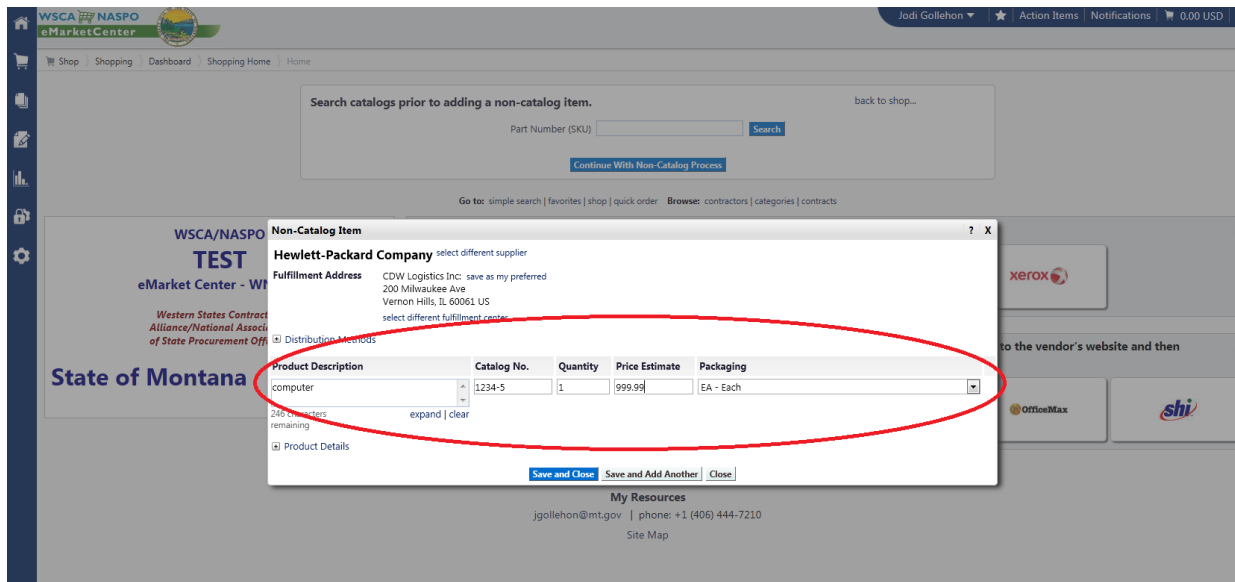
Enter “Hewlett-Packard Company” into the Enter Contractor field. Hewlett-Packard Company will show as a drop down option.



Click “select different fulfillment center.”



Select the subcontractor you want the order sent to.



Enter a brief product description, the provided catalog number, quantity, and price quoted. Select packaging option, if applicable. Click "Save and Close."

WSCA NASPO eMarketCenter Jodi Gollehon Action Items Notifications 999.99 USD

Shop My Carts and Orders Open My Active Shopping Cart Cart - 978206 - Draft Order

Shopping Cart for Jodi Gollehon

Name this cart:

Continue Shopping 1 Item(s) for a total of 999.99 USD

Proceed to Checkout or Assign Cart

Have you made changes? [Update](#) [Help](#) [Add Non-Catalog Item](#) [Empty cart](#) Perform an action on (0 items selected) Select All

Hewlett-Packard Company more info...
CDW Logistics Inc Edit
200 Milwaukee Ave, Vernon Hills, IL 60061 US

Product Description

Unit Price	Quantity	Total
999.99 USD EA	1	999.99 USD

Item added on Jan 3, 2014

computer

[Add to Favorites](#) [Remove](#) [More Actions](#)

Part Number 1234-5

Contract B27164 more info...
Computer Equipment, Peripherals & Related Services change..

Commodity Code no value

Taxable ☐

Capital Expense ☐

[view cart history](#)

The item is now in your cart. You can now “Proceed to Checkout.”

WSCA NASPO eMarketCenter Jodi Gollehon Action Items Notifications 999.99 USD

Return to shopping cart Continue Shopping

Once you have reviewed the details, you may continue by clicking the button at the top of the page. Ensure proper payment information has been included, i.e. PCard or PO Number.

Order Order Status PO Preview Comments (2) Attachments History

Summary Shipping Billing Contractor Info

Hide header

General	Shipping	Billing
Cart Name John's computer Description computer from HP Priority Normal Assigned To Jodi Gollehon Cart Created By Jodi Gollehon	Ship To Attn: Jodi MT 123 Main Helena, MT 59601 United States System Ship To Code 00001R Delivery Options Contractor Account Number no value	Bill To Attn: Jodi MT 123 Main Helena, MT 59601 United States Credit Card Info Cardholder Name Jodi Gollehon Card Number XXXXXXXXXXXXX1111 Card Security Code XXX Expiration Date 9/2014 manage your cards...

View/edit by line item...

Internal Notes and Attachments	External Notes and Attachments
Internal Note no note Internal Attachments add attachment...	Note to all contractors Attachments for all contractors add attachment...

View/edit by line item...

Contractor / Line Item Details

Find the “External Notes and Attachments” box. Select “add attachment”.

